EASTON POLICE DEPARTMENT ADMINISTRATIVE ORDER CHAPTER 2: MANUALS AND WRITTEN COMMUNICATIONS

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	Effective: December 29, 2011		Revised: 10/19/16	General Order # 11-053
	□ New X Amends	Notes: Replaces Administrative Manual Chapter 2-2.0 (01-01		
Authority: Chief of Police				Total Pages: 3

2-3.0 PURPOSE

The purpose of this General Order is to establish and maintain a reference source regarding the Easton Police Department policies, procedures and regulations only applicable to EPD members.

2-3.1 DEFINITIONS/ABBREVIATIONS

IDM Intra-Department Memorandum

2-3.2 **FORMS**

Form 48 Department Memo

Form 48A Intra-Department Memorandum

2-3.3 POLICY

A central bulletin board, designated by the Chief of Police, shall be maintained for the official posting of the following: General and Personnel Orders, Personnel Announcements, Administrative Memorandums, Safety Bulletins, Legal Briefs, General and Miscellaneous Information.

2-3.4 PERSONNEL ANNOUNCEMENTS

- 1. Issued by the Deputy Chief of Police to announce vacancies, commendations, retirements, training assignments, etc.
- 2. Distribution:
 - a. Posted on Administrative Bulletin Board for 30 days.
 - b. Placed in Distribution Book for 30 days.
 - c. Personnel file of affected member(s).
- 3. Retained in reference binder by the Deputy Chief for one (1) year.

2-3.5 SELECTION PROCESS NOTICES

- 1. Describes the selection process for a specialized assignment.
- 2. Signed by the Deputy Chief of Police.
- 3. Distribution:
 - a. Posted on Administrative Bulletin Board for 30 days.
 - b. Placed in Distribution Book for 30 days.
 - c. Division Commander of specialized assignment position.
- 4. Retained in reference binder by the Deputy Chief for three (3) years.

2-3.6 INTRA-DEPARTMENT MEMORANDUMS (IDM)

- 1. Instructions and directions issued by memorandum shall not deviate from, or conflict with, established policies and procedures documented by higher authority.
- 2. Memorandum may be issued by the Chief of Police, the Deputy Chief or a Commander:
 - a. To disseminate information and instructions.
 - b. To direct the action of members in specific situations or circumstances that does not warrant a General Order, Operations Order or Standard Operations Order.
 - c. To explain or emphasize portions of previously issued orders.
 - d. To inform employees of actions or policies of other agencies.
- 3. Prepared on a Form 48A.
- 4. Are sequentially numbered from the start of each year. (IDM00-001)
- 5. Distribution:
 - a. Posted on Administrative Bulletin Board for 30 days.
 - b. Placed in Distribution Book for 30 days.
 - c. Reviewed by Unit/Squad Supervisor with their personnel.
- 6. Retained in reference binders by the Deputy Chief for three (3) years.

2-3.7 DEPARTMENT MEMOS

- 1. Used between members within the Department for general information.
- 2. Prepared on a Form 48.

2-3.8 DIGITAL ROLL CALL

- 1. Issued daily by the Patrol Division Commander or his designee to pass on relevant information to the on-coming shift(s).
- 2. Reviewed by the Shift Supervisor with their personnel on a daily basis.
- 3. Posted in the Distribution Book maintained in the Roll Call Room.
- 4. Includes but is not limited to, the following information:
 - a. Traffic assignments.
 - b. Special events.
 - c. No parking requests.
 - e. BOLO/Wanted.
 - f. Training/Safety Issues.
 - g. Recent call history.

2-3.9 OUTSIDE CORRESPONDENCE

- 1. Outside correspondence will be prepared on Departmental letterhead, using proper form and grammar.
- 2. All correspondence directed to a Chief of Police, Sheriff, Director, CEO, etc., of the receiving agency shall be prepared for the Chief's signature.
- 3. Correspondence directed to any Town of Easton official, i.e., Mayor, Council Member, Town Manager, etc., regarding Departmental issues, requires a copy to be forwarded to the Chief of Police for informational purposes.
- 4. Letterhead on grey paper, used in conjunction with the grey colored envelopes with the colorized emblems, is to be used by members of the Command Staff only.
- 5. Letterhead on white paper, used in conjunction with the white envelopes without colorized emblems, is to be used by all other members.

2-3.10 CORRESPONDENCE TO THE CHIEF OF POLICE

- 1. The Chief of Police is committed to keeping an open line of communication between the Chief's Office and Department members.
- 2. Correspondence concerning routine matters will be forwarded through the chain of command.
- 3. Members unsuccessfully communicating to the Chief through the chain of command may contact the Chief's Executive Assistant who will advise the Chief of the member's communication.
- 4. Confidential and personal correspondence may be sent directly to the Chief and should be addressed to the Chief marked "Confidential."

NOTE: Members shall not use this procedure to circumvent the chain of command in routine matters.

2-3.11 SIGNATURES ON ORIGINAL DOCUMENTS

- 1. All computer generated reports and correspondence will be signed in blue ink, unless clearly marked as an "Original," e.g. Citations, Accident Reports, Statement of Charges, etc.
- 2. The body of the reports will continue to be written in black ink, with only the signature in blue ink, to ensure the "original" can be identified when photocopied.

2-3.12 STANDARDIZED FORMATS

- 1. All outgoing and inter-department correspondence shall be standardized.
- 2. The type style will be "Times New Roman" and the font size will be 11 pt.